



# REQUEST FOR ARABIC CERTIFICATE

1. Complete this form and sign it.
2. Pay at the Cashier's Office and submit it to the Admissions Office.

5,000LL/original certificate  
1,000LL/photocopy  
Mailing Fee: 5,000LL/certificate

ID Number: \_\_\_\_\_ Major: \_\_\_\_\_ Date of Request: \_\_\_\_\_

\_\_\_\_\_ : الاسم : محل الولادة :

\_\_\_\_\_ : الشهرة : تاريخ الولادة :

\_\_\_\_\_ : اسم الأب : الجنسية :

\_\_\_\_\_ : اسم الأم :

Number of Original Copies: \_\_\_\_\_ Number of Photocopies: \_\_\_\_\_

Purpose for which the certificate will be used: \_\_\_\_\_

Items you wish to mention on the certificate: \_\_\_\_\_

## Authorization to a Third Party to Pick Up the Certificate

I, the undersigned, allow \_\_\_\_\_ to pick up my certificate.  
Ms./Mr.

For the authorization to be valid, a copy of the ID/passport should be attached.

Signature: \_\_\_\_\_

## Third Party Picking Up the Certificate

Signature of Person Receiving the Certificate: \_\_\_\_\_ Date: \_\_\_\_\_

## For Official University Use

Fees Paid: \_\_\_\_\_ Request Received By: \_\_\_\_\_

Signature of Cashier: \_\_\_\_\_ Expected Date of Issue: \_\_\_\_\_

## Requests from outside Lebanon will be processed upon receipt of money transfer:

CLIENT: HAIGAZIAN UNIVERSITY

IBAN: LB67 0056 0002 6072 5461 0010 0203

ACCT NUMBER: 260725-461-001-002-03

SWIFT CODE: AUDBLBBX

BRANCH: HAMRA, BEIRUT, LEBANON

Correspondent Bank: JP Morgan

**Note: Instructions should be given by sender (student), to its bank, stating to "Pay in Full" to Beneficiary (Haigazian University)**